



TOWN OF PORTSMOUTH, RI

JOB OPPORTUNITY TAX CLERK C-CLERK

Position Summary:

The purpose of this position is to provide responsible administrative and clerical assistance with the Town's revenue collection and assessment activities, consistent with policies and procedures and applicable laws and statutory responsibilities. The Collection function involves the billing and collection of personal and property tax revenues, depositing such revenues and maintaining records pertinent to the collection function, calculating any interest or penalties, recording, and reconciling receipts, and answering customer inquiries. The Assessment function involves the maintenance of all real estate, personal, motor vehicle, and tangible property records. The Tax Clerk is required to exercise sound judgment and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas of their responsibility. The Tax Clerk works under the guidance of the Tax Assessor/Collector.

Minimum Required Qualifications:

The qualifications require a High School degree with 1 - 2 years of office experience or any equivalent combination of education, experience and training. Experience handling various means of currency helpful. Experience with real estate and property taxes a plus. Please refer to the job description for additional information.

Application Deadline:

Applications are available at www.portsmouthri.gov and during business hours in the Office of Human Resources, Portsmouth Town Hall, 2200 East Main Road, Portsmouth, RI 02871. Applications must be received by the Human Resources Office **no later than 2:00 p.m., Friday November 10, 2023.** Applications may be submitted via email to lpuglia@portsmouthri.gov

The employment policies and practices of the Town of Portsmouth are to recruit and hire employees without discrimination because of race, color, religion, creed, national origin, age, gender, marital status, sexual orientation, veteran status or any other legally protected status or disabilities that do not interfere with job performance.

AN EQUAL OPPORTUNITY EMPLOYER

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Human Resources Director
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